



CANNON BUILDING  
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**STATE OF DELAWARE**  
**MANUFACTURED HOME INSTALLATION BOARD**

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PUBLIC MEETING MINUTES:	<b>The Manufactured Home Installation Board</b>
MEETING DATE AND TIME:	<b>Monday, January 8, 2018 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	

**MEMBERS PRESENT**

Keith Rudy, President  
Richard Snyder, Vice President  
John Starke, Professional Member  
Adam Rones, Professional Member  
Floyd Ridgway, Professional Member  
Valarie Lacey, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Kevin Maloney, Deputy Attorney General (via telephone)  
Nicole Williams, Administrative Specialist III

**MEMBER ABSENT**

Barbara Williams, Public Member

**ALSO PRESENT**

Jennifer Allen, Association Executive, First State Manufactured Housing Association (FSMHA)

**CALL TO ORDER**

Mr. Rudy called the meeting to order at 9:00 a.m.

**REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the October 9, 2017 meeting. Mr. Starke made a motion to approve the minutes as written, seconded by Mr. Snyder. By unanimous vote, the motion carried.

**NEW BUSINESS**

**Review of 2016 Audits**

The Board reviewed the audits for two manufactured home installers that were submitted for compliance. After review and discussion, Mr. Snyder moved, seconded by Mr. Starke, to approve Francis Cantera's audit. By unanimous vote, the motion carried.

After review and discussion, Mr. Rones moved, seconded by Mr. Ridgway, to approve Robert Young's audit. By unanimous vote, the motion carried.

### **CORRESPONDENCE**

There was no correspondence for review or discussion.

### **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

There was no other business before the Board for discussion.

### **PUBLIC COMMENT**

Ms. Allen addressed the Board and advised to continue to provide outreach to all licensees regarding the one-time offer to complete the required in-class continuing education course for the September 2018 renewal. Ms. Allen inquired if the Board would allow a licensee who is unable to attend this one time CE course in DE to take the CE course online through FSMHA. The Board determined that given the current rules and regulations, if a licensee is unable to take the one time in-class course offered in March 2018, then he or she could take the approved HUD certification online course, or another State's CE course that meets DE CE requirements.

Ms. Williams advised that she will request an email blast reminder notification to all licensees to enroll in the one-time offered in-class CE course for the 2018 renewal. Mr. Snyder moved, seconded by Mr. Ridgway, for Division staff to send an email reminder notification to all licensees for the one-time in-class CE course offered through FSMHA

### **NEXT SCHEDULED MEETING**

The next meeting is scheduled for Monday, April 9, 2018 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

There being no further business before the Board, Mr. Snyder made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:15 a.m.

Respectfully submitted,



Nicole M. Williams  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*